1. Introduction

This is an assessment checklist to use in assessing an applicant to gain a permit to lead archery. More details on the permit scheme, assessing, technical skills and archery can be found in resources listed on [scouts.org.uk/a-z](http://www.scouts.org.uk/a-z).

**Using this checklist**

This checklist is the syllabus that an applicant should be assessed against for the technical section of gaining a permit. The columns on the right of each skill show whether it is applicable for each type of permit:

* L – Leadership permits
* S – Supervisory permits

1. Once an assessment is complete, a Scout Accredited Assessor should make a recommendation on the membership system, including uploading a copy of this form. Where an External Assessor is used this form should be filled in and given to the applicant to take to their Lead Volunteer or Permit Approver to be added to the membership system. For those under 18, this form should be filled in and given to the applicant to take to their Lead Volunteer or Permit Approver, the final page must be completed and stored locally.
2. Equivalent qualifications

If an applicant holds an award of Archery GB from the table below, or equivalent or higher, and has up to date logged experience, then no practical assessment is likely to be required as they have already shown competence in all of the skills listed in this assessment checklist. They will still require a recommendation from an Activity Assessor prior to a Lead Volunteer or Permit Approver granting the permit.

|  |  |
| --- | --- |
| **Qualification** | **Permit** |
| Archery GB Instructor Award | Archery – without compound bows |
| Archery GB Level 2 Coach | Archery – with compound bows |

1. Technical publication

If you require any more technical information on any of the elements in the checklist, these can be found in the official technical manuals, which are:

**Archery Instructor Handbook** *by Archery GB*

**Level 1 Coaching Course ‘Resource Manual’** *by Archery GB*

**Level 2 Coaching Course ‘Learner Pack’** *by Archery GB*

Archery Name:

| Core Skill | Without Compound bows | | With Compound bows | |
| --- | --- | --- | --- | --- |
| L | S | L | S |
| **Responsibilities** |  |  |  |  |
| * Be aware of the limits of your own abilities. |  |  |  |  |
| * Choose objectives appropriate to the group. |  |  |  |  |
| * Plan effectively in advance. |  |  |  |  |
| **Group Management** |  |  |  |  |
| * Manage and communicate with a group effectively. |  |  |  |  |
| * Ensure the group is adequately briefed before the archery activity. |  |  |  |  |
| * Able to identify group members with the skills and experience to be able to lead archery as a designated leader under supervision. |  |  |  |  |
| * Able to set up appropriate monitoring systems to effectively supervise groups. |  |  |  |  |
| * Able to ensure that designated leaders are aware of their responsibilities. |  |  |  |  |
| **Risk Assessment** |  |  |  |  |
| * Know how to complete a risk assessment. |  |  |  |  |
| * Able to effectively identify the hazards and risks and know how to reduce or remove them, during the archery activity. |  |  |  |  |
| * Able to train participants to carry out their own dynamic risk assessments. |  |  |  |  |
| * Able to complete a risk assessment and identify those factors that are likely to change gradually or quickly. |  |  |  |  |
| * Able to identify emergency procedures in a number of situations. |  |  |  |  |
| **Weather** |  |  |  |  |
| * Knowledge of where to gain weather information. |  |  |  |  |
| * Knowledge of how weather conditions can affect outdoor archery. |  |  |  |  |
| **Technical** |  |  |  |  |
| * Knowledge of correct bow weight and size for participant. |  |  |  |  |
| * Knowledge of correct arrow type, length and spine for participant. |  |  |  |  |
| * Knowledge of how to instruct barebow shooting. |  |  |  |  |
| * Knowledge of how to instruct sighted shooting. |  |  |  |  |
| * Knowledge of how to instruct the use of compound bows. |  |  |  |  |
| * Use of correct and appropriate language within archery. |  |  |  |  |
| * Knowledge of how to remedy faults and inconsistencies. |  |  |  |  |
| * Knowledge of how to set up a safe and appropriate existing archery range (both indoors and outdoors). |  |  |  |  |
| * Knowledge of how to design and set up a safe and appropriate archery range (both indoor and outdoor) where an existing range does not exist. |  |  |  |  |
| * Knowledge of how to score archery and how to safely arrange competition. |  |  |  |  |
| **Emergency Procedures** |  |  |  |  |
| * Knowledge of relevant procedures in the event of an accident. |  |  |  |  |
| **Equipment** |  |  |  |  |
| * Knowledge of personal equipment required and how it is used. |  |  |  |  |
| * Knowledge of group equipment required and how it is used. |  |  |  |  |
| * Understanding of how to choose the correct equipment for a person’s age and ability. |  |  |  |  |
| * Ability to evaluate the condition of equipment. |  |  |  |  |

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| 1. Notes: |
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**Archery - Permit Assessment**

DATA PROTECTION: This form is used to collect information about you for the purpose of approving your permit application, this is to be used by your Activity Assessor, Lead Volunteer and Permit Approver. As part of this form, we collect personal data about you, your Assessor, Lead Volunteer and or Permit Approver, this detail is required so that we can log your permit onto the membership system and follow up as necessary with your Assessor, Lead Volunteer and or Permit Approver. We do not share the data provided in this form with any third parties. The data provided in this form is stored securely in the membership system (or locally for under 18s, please refer to local data protection statements). We take your personal data privacy seriously. We will keep the data we capture from this form, in line with the Scout’s Data Retention Policy and it will be securely disposed of six months after the permit expires unless held within the national membership system.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant’s name** |  | | | **Membership No.** | |  | |
| **Type** | Archery – without compound bows  / Archery – with compound bows | | | | | | |
| **Category** | Leadership  / Supervisory | | | | | | |
|  | | | | | | | |
| **Notes:** | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| 1. TECHNICAL COMPETENCE | | | | | | Done |  |
| **Description:** Technical assessment based on competence in all areas of the assessment checklist.  **To be completed by:** Either an Activity Assessor or an External Assessor with the appropriate NGB award. | | | | | | | |
| Restrictions based on technical assessment: | | | | | | | |
|  | | | | | Date |  | |
| Assessor Signature | |  | | | **Name** |  | |
| Activity Assessor Membership Number | | |  | | | | |
| External Assessor Phone/Email | | |  | | | | |
| External Assessor Qualification | | |  | | | | |

**Archery - Permit Assessment for Under 18’s**

The following sections only need to be completed for permits issued to applicants under 18 years of age, a copy sent to the young person, and a copy must be stored locally along with the supporting evidence.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| 2. SCOUT ASSOCIATION RULES | | | | | | | | | | | | | | | Done | | |  | |
| **Description:** Check of knowledge of the appropriate Scout Association rules for running archery. Appropriate rules can be found in the archery section of [scouts.org.uk/a-z](http://www.scouts.org.uk/a-z).  **To be completed by:** An Activity Assessor or Lead Volunteer or Permit Approver. | | | | | | | | | | | | | | | | | | | |
| Restrictions based on knowledge of The Scout Association rules: | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | Date | | |  | | | | |
| Signature |  | | | Name | | | |  | | | | Role | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| 3. PERSONAL SUITABILITY | | | | | | | | | | | | | | | | | Done | |  |
| **Description:** Check the applicant is suitable (attitude, etc.) based on the demands of archery.  **To be completed by:** A Lead Volunteer or Permit Approver. | | | | | | | | | | | | | | | | | | | |
| Restrictions based on personal suitability: | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | Date | | |  | | |
| **Signature** | | |  | | | Name | | | |  | | | | Role | | |  | | |
|  | | | | | | | | | | | | | | | | | | | |
| 4. PERMIT GRANTED | | | | | | | | | | | Done | | | | | | | |  |
| **Description:** Confirm Parts 1, 2, and 3 have been completed. Send a copy to the young person and store it locally with supporting evidence.  **To be completed by: A Lead Volunteer or Permit Approver.** | | | | | | | | | | | | | | | | | | | |
| Restrictions: | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | Permit expiry date (max. 5 years) | | | | | | | | | |  | | |
| Signature | |  | | | **Name** | | | |  | | | | Date | | |  | | | |